

United States Embassy
Tokyo, Japan



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ANNOUNCEMENT NUMBER: 02- 031

Commercial Specialist

The U.S. Embassy in Tokyo, Japan is seeking an individual for the position of **Commercial Specialist**, Foreign Commercial Service, Tokyo.

POSITION: **Commercial Specialist**, FSN-1510-10; FP-5 (Steps 5 thru 14)*

CLOSING DATE: **December 2, 2002**

WORK HOURS: Full-time; 40 hours/week (8:30-17:30)

SALARY: *EFM/MOH/NOR: Position Grade: FP-5 (Steps 5 thru 14)* (to be determined by Washington)

*Ordinarily Resident: Position Grade: FSN-10

NOTE: The successful candidate may be hired at a lower trainee grade based on his/her knowledge, skills and abilities and in accordance with U.S. Government regulations.

DEFINITIONS of EFM, MOH, NOR and Ordinarily Resident: Please go back to the previous page.

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Applicants who are non-Japanese must be eligible for employment under host government laws and regulations. Applicants must be:

- a) under Permanent Residence Status,
- b) a child/spouse of the person who is a Permanent Resident,
- c) a Long-term Resident, or
- d) a spouse/child of a Japanese National.

Please send a copy of proof of residence status allowing employment without employer sponsorship.

BASIC FUNCTION OF POSITION

Under the supervision of the Commercial Counselor (CCOUNS), serves as a combination Commercial Specialist and Junior Officer. The incumbent reports to and is rated by the CCOUNS.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants will not be considered qualified unless they meet all qualifications.

1. **Required education:** Four-year university degree is required.
2. **Required prior experience:** Five years of progressively responsible experience in closely related fields. To further the objectives of the US&FCS, the incumbent must be familiar with Japan's economy, its trade patterns, trade restrictions, and the prevailing business, trade, and investment practices. Furthermore, the incumbent must have, or be able to develop and maintain, useful contacts among Japan's official institutions, its trade and industry associations, and with the Japanese and American business communities.
3. **Language requirement:** The incumbent must have native fluency in both written and spoken English (Level IV), as well as a good working level knowledge of Japanese (Level III).
4. **Knowledge:** Strong knowledge of local business firms, trade practices, organizations, and customs; of marketing and sales techniques, oral and written business Japanese; and of Japanese government trade policies and practices.
5. **Abilities and skills:** The incumbent will utilize and/or manage automation hardware and application software to provide services, prepare reports, analyze reports, etc.

SELECTION PROCESS:

EFMs and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

HOW TO APPLY: Please go back to the previous page or access U.S. Embassy fax service: 03-3224-2655, 2#, 6001#.

WORKING CONDITIONS for Ordinarily Resident: Please go back to the previous page.

An Equal Opportunity Employer

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**ONLY APPLICANTS SELECTED FOR INTERVIEWS
WILL BE CONTACTED**

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**WE DO NOT PROVIDE ANY WRITTEN NOTICE
IF YOU ARE NOT CALLED FOR AN INTERVIEW**

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